

Utah Department of Health, Bureau of Child Care Licensing
Family Child Care
Annual Announced Inspection Checklist A

Provider Name: _____ Phone #: _____

Address: _____

Licensed Capacity: _____ Licensing Specialist(s): _____

On-site Inspection Date: ____/____/____ Start Time: _____ am / pm End Time: _____ am / pm ☐ Licensed ☐ RC

Phone Interview Date: ____/____/____ License Expiration Date: ____/____/____ Current Variances: _____

INDOOR INSPECTION ITEMS										✓ = Compliance O = Noncompliance N/A = Not Applicable
Ratios & Supervision										NC Level
A1. (Observe.) Are all children indoors being adequately supervised? 90-11(1)(a); 50-11(1)(a) (N/A if no children indoors.)										C
A2. (Observe.) Does the total # of children present exceed the total licensed or certified capacity? 90-11(4); 50-11(4)										C
A3. (Observe.) Does the total # of children present under age two exceed the allowed capacity? 90-11(6); 50-11(4)										C, TA2
A4. (Observe.) Is the required caregiver to child ratio maintained? 90-11(5); 50-11(4)										C, TA2
A5. LICENSED ONLY. (Observe.) Is the required group size maintained? 90-11(8)										C, TA2
WITH 1 CAREGIVER			WITH 2 CAREGIVERS							
Providers' Children 4-12	Children in Care	Total # 0-12 in Home	Providers' Children 4-12	Children in Care	Total # 0-12 in Home	Providers' Children 4-12	Children in Care	Total #0-12 in Home		
0-4	8	12	0-8	16	24	16	8	24		
5	7	12	9	15	24	17	7	24		
6	6	12	10	14	24	18	6	24		
7	5	12	11	13	24	19	5	24		
8	4	12	12	12	24	20	4	24		
9	3	12	13	11	24	21	3	24		
10	2	12	14	10	24	22	2	24		
11	1	12	15	9	24	23	1	24		
Daily Schedule & Activity Plan										NC Level
A6. (Observe and ask.) What is your activity plan for the children? 90-20(1); 50-20(1)										TA1
A7. (Ask if not observed.) Do children have access to the materials necessary to carry out the activities? 90-20(2); 50-20(2)										TA1
Posted Items										NC Level
A8. (Observe.) Is the child care license or certificate placed where parents can see it? 2-10(2):06 for Licensed. 4-8(2):06 for Residential Certificate.										TA2
A9. (Observe.) Is the Department's child care guide placed where parents can see it, or given to every parent? 90-13(1); 50-13(1)										TA2
A10. (Observe.) Is the current week's menu available for parent review? 90-15(1)(d); 50-15(1)(b)										C, TA2

INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
A11. LICENSED ONLY. (Observe.) If the provider is not on CACFP, is the menu approved as required? 90-15(1)(b)		TA2
A12. (Observe.) Are emergency numbers and the home's address posted near the telephone? 90-10(1); 50-10(1)		C, TA2
General Indoor Environment		NC Level
A13. (Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint indoors? If yes, was the home built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? 90-4(1); 50-4(1)		C, TA1
A14. (Observe.) Is the home ventilated by mechanical ventilation (a heating and/or cooling system), or windows that are open and have screens? 90-4(4); 50-4(4) If an open window is not screened, cite 90-12(1) or 50-12(1), not this rule.		TA2
A15. (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit? 90-4(5); 50-4(5)		TA1, TA2
A16. (Observe.) Is there adequate light for the safety of children and the type of activity? 90-4(6); 50-4(6)		TA2
A17. (Observe.) Does the home appear clean and sanitary, except for normal daily messes? 90-5(1); 50-5(1)		TA1, TA2
A18. (Observe.) Is there evidence of insects, rodents, or other vermin in the home? 90-5(2); 50-5(2)		C, TA1, TA2
A19. (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment maintained in good repair and used in a safe manner, to prevent injury to children? 90-5(3), 90-12(1); 50-5(3), 50-12(1) <u>Hazards that are a finding under this rule include:</u> <ul style="list-style-type: none"> exposed accessible electrical wiring. exposed fiberglass insulation. damaged flooring that creates a tripping hazard. wooden equipment and furnishings that have splinters and are used by children. cracks in equipment that could pinch a child's skin. torn draperies or broken blinds that a child could become entangled in. leaking plumbing other than a leaking faucet. heat vents that are accessible to children and are missing covers. 		C, TA1, TA2
A20. (Observe.) Are there first aid supplies in the home, including at least antiseptic, band-aids, and tweezers? 90-10(3); 50-10(3)		TA2
A21. (Observe.) Does anyone smoke in the home when children in care are present? 90-14(2); 50-14(2)		C
Safety Hazards – to be inspected for in all areas of the home accessible to children.		NC Level
A22. (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)? 90-12(2); 50-12(2)		TA1
A23. (Observe.) Is the home free of unstable heavy equipment a child could pull down on himself or herself? 90-12(3); 50-12(3)		TA1
(Observe all.) Are the following items inaccessible to children (locked for firearms and other weapons)? A24. (Observe and ask.) Do you have any firearms or other weapons on your property? If yes, please show me where they are kept? 90-12(4)(a); 50-12(4)(a)		C
A25. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material? 90-12(4)(b); 50-12(4)(b)		C, TA2
A26. (Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and are used when children are in care? 90-12(4)(c); 50-12(4)(c)		C, TA1
A27. Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid containing antifreeze; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, and rubbing alcohol.) 90-12(4)(d); 50-12(4)(d)		TA1, TA2
A28. Poisonous plants? 90-12(4)(e); 50-12(4)(e)		TA1
A29. Matches or cigarette lighters? 90-12(4)(f); 50-12(4)(f)		TA1

INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
A30. Open flames? 90-12(4)(g); 50-12(4)(g)		C
A31. Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes, and running fans if children's fingers could fit through the guard. Also: tacks or pins on the floor or visible within 36" of the floor.) 90-12(4)(h); 50-12(4)(h)		TA1
A32. For age 4 and under, ropes and cords long enough to encircle a child's neck? 90-12(4)(i); 50-12(4)(i)		TA1
A33. For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 90-12(4)(j); 50-12(4)(j)		TA1
A34. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4") visible on the floor, or anywhere within 36" up from the floor, if there are children under age 3 in care? 90-12(4)(k); 50-12(4)(k)		TA1
A35. (Ask and observe) Where do you keep prescription and over-the-counter medications? 90-17(3); 50-17(3)		C, TA2
A36. (Observe.) Are toxic and hazardous chemicals stored in a labeled container? 90-12(5); 50-12(5)		TA1
A37. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors covered? 90-12(6); 50-12(6)		TA1
Infection Control		NC Level
A38. (Observe.) Do children and providers wash their hands with soap and running water at required times? (Before and after food preparation and eating/feeding children, after toileting and diapering, after contact w/body fluids, after handling animals, when coming in from outdoors, before administering medication.) 90-16(1)(a)-(h) for providers. 90-16(2)(a)-(e) for children. 50-16(1)(a)-(h) for providers. 50-16(2)(a)-(e) for children.		TA1, TA2
A39. (Observe.) Are washable toys visibly dirty? 90-16(8); 50-16(7)		TA2
A40. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are these items visibly dirty? 90-16(9); 50-16(8)		TA1, TA2
Kitchen/Meals & Snacks		NC Level
A41. (Observe or ask.) Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in the children's hands? 90-15(3); 50-15(3)		TA2
A42. (Ask. If yes, observe.) Do you have any refrigerated medications? 90-17(3); 50-17(3)		C, TA2
A43. (Observe and ask.) Are infants bottles ever propped? 90-24(1); 50-24(1)		TA1
A44. (Observe and ask.) Are high chair trays cleaned and sanitized prior to each use? 90-24(2); 50-24(2)		TA2
A45. (Observe and ask.) Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers cut into pieces no larger than 1/2" in diameter? 90-24(3); 50-24(3)		TA1
If there is more than one infant or toddler in care: A46. (Observe.) Are baby food, formula, and breast milk that is brought from home labeled with the child's name or have another unique identifier? 90-24(4); 50-24(4)		C, TA2
A47. (Observe.) Are pacifiers and bottles labeled with the child's name or have another unique identifier? 90-24(8)(a); 50-24(8)(1)		TA2
A48. (Observe and ask.) Are pacifiers and bottles sanitized after each individual use, before use by another child? 90-24(8)(b); 50-24(8)(b)		TA2
A49. (Observe and ask.) If baby food, formula, or breast milk is brought from home, is it kept refrigerated if needed? 90-24(5)(a); 50-24(5)(a)		TA1, TA2
A50. (Observe.) Is infant formula, milk, and breast milk, discarded after each feeding, or within two hours of initiating a feeding? 90-24(6); 50-24(6)		TA1, TA2
A51. (Observe and ask.) Are heated bottles shaken and tested for temperature before children are fed? 90-24(7); 50-24(7)		TA2
A52. (Observe and ask.) Do high chairs/booster chairs have T-safety straps or devices, and are they used whenever a child is in the chair? 90-12(8); 50-12(8)		C

INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
Medications – N/A if medications are not administered to children in care. Medications do not include diaper cream, sunscreen, baby powder, teething gel, or baby lotion.		NC Level
A53. (Ask and observe.) Are all over-the-counter and prescription medications: labeled with the child's name if brought in by a parent (if not purchased by the provider for all children); kept in the original or pharmacy container; have the original label; and have child-safety caps? 90-17(2)(a)-(d); 50-17(2)(a)-(d)		TA1, TA2
Bathrooms		NC Level
A54. (Observe.) Is there a working toilet and handwashing sink accessible to non-diapered children? 90-4(2); 50-4(2)		TA2
A55. (Observe.) Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)? 90-4(3); 50-4(3)		TA1
A56. (Observe.) Is hot water accessible to children at or below 120 degrees? 90-12(7); 50-12(7)		TA1, TA2
A57. (Observe.) Is soap available for children to wash their hands? 90-16(2)(a)-(e); 50-16(2)(a)-(e)		TA1, TA2
A58. LICENSED ONLY. (Observe.) Are only single use towels or individually labeled cloth towels used by children to dry hands after handwashing? 90-16(4)		TA2
A59. (Observe.) Is toilet paper accessible to children, and kept on a dispenser? 90-16(5); 50-16(4)		TA2
Napping		NC Level
A60. LICENSED ONLY. (Observe.) Is sleeping equipment in good repair? 90-18(3)(a)		C, TA2
A61. LICENSED ONLY. (Observe and ask.) Are sleeping equipment, sleeping bags, pillows, sheets and blankets clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, are they cleaned and sanitized prior to each use? 90-18(3)(b)-(c)		TA1, TA2
A62. (Observe and ask.) Is sleeping equipment ever placed where it blocks an exit? 90-18(5); 50-18(3)		TA1
A63. (Observe and ask.) Are sleeping infants (under 1 year of age) monitored in one of these ways: with a Department approved sleep monitoring device; by placing sleeping infants within sight and hearing of a provider; or by checking on sleeping infants at least once every 15 minutes? 90-11(1)(b); 50-11(1)(b)		C
A64. (Observe.) Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.? 90-24(10); 50-24(10)		C
A65. (Observe.) Do all cribs have tight fitting mattresses? 90-24(11)(a); 50-24(11)(a)		TA1
A66. (Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart? 90-24(11)(b); 50-24(11)(b)		TA1
A67. (Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child using the crib cannot sit up without assistance? 90-24(11)(c); 50-24(11)(c)		TA1
A68. (Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails? 90-24(11)(d); 50-24(11)(d)		TA1
A69. (Observe and ask.) Are infants always placed on their backs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? 90-24(12); 50-24(12)		C
Discipline		NC Level
A70. (Observe.) Are children disciplined in any ways that are prohibited by rule? 90-8(11)(a); 90-19(4)(a)-(f); 50-8(9)(a); 50-19(4)(a)-(f)		TA1, TA2
Animals (N/A if no animals are ever allowed on the premises.)		NC Level
A71. (Observe and ask.) Will children in care ever be allowed to handle reptiles or amphibians? 90-22(6); 50-22(6)		C
A72. (Observe and ask.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children? 90-22(2)(a); 50-22(2)(a)		C, TA2
A73. (Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior? 90-22(3); 50-22(3)		C

INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
A74. (Observe and ask.) Are animals and animal equipment ever in food preparation or eating areas during food preparation or eating times? 90-22(5); 50-22(5)		TA2
Diapering Area – N/A if the Licensee or Certificate holder does have any diapered children in care.		NC Level
A75. (Observe and ask.) Are children diapered in food preparation or eating areas? 90-23(1); 50-23(1)		TA1
A76. (Observe and ask.) Are children diapered directly on the floor, or on any surface that is also used for another purpose? 90-23(2); 50-23(2)		TA1
A77. (Observe.) Is the diapering surface smooth, waterproof, and in good repair? 90-23(3); 50-23(3)		TA1
Diapering Observation		NC Level
A78. (Observe.) Do providers clean and sanitize the diapering surface after each diaper change, or use a non-permeable disposable diapering surface that is thrown away after each diaper change? 90-23(4); 50-23(4)		TA1, TA2
A79. (Observe.) Do providers wash their hands after each diaper change? 90-23(5); 50-23(5)		TA1, TA2
A80. (Observe.) Do caregivers place soiled diapers in a container with a plastic lining and a tight fitting lid, or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children? 90-23(6); 50-23(6)		TA1
A81. (Observe and ask.) If cloth diapers are used, are they rinsed at the Licensee or Certificate holder's home? 90-23(8)(a); 50-23(8)(a)		TA1
A82. (Observe and ask.) If cloth diapers are used, after removal are they placed directly into leakproof container inaccessible to children and labeled with child's name, or else placed directly into a leakproof diapering service container? 90-23(8)(b); 50-23(8)(b)		TA1
Infant and Toddler Care – N/A if the Licensee or Certificate holder does not have any infants or toddlers in care.		NC Level
A83. (Observe and ask.) Does only one infant occupy any one piece of equipment at a time, unless equipment has individual seats for more than one child? 90-24(9); 50-24(9)		TA1, TA2
A84. (Observe.) Are there any infant walkers with wheels? 90-24(14); 50-24(14)		TA1
A85. (Observe and ask.) Do infants and toddlers have access to objects made of styrofoam? 90-24(15); 50-24(15)		TA1
A86. (Observe and ask.) Do you respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)? 90-24(16); 50-24(16)		TA1
A87. (Observe and ask.) Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes? 90-24(17); 50-24(17)		TA1
A88. (Observe and ask.) Are awake infants confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)? 90-24(18); 50-24(18)		TA1
A89. (Observe.) Do mobile infants and toddlers have freedom of movement in a safe area? 90-24(19); 50-24(19)		TA1
A9. (Observe.) Are safe toys accessible to infants and toddlers to stimulate their healthy development, and are there enough toys for each infant and toddler to be engaged in play with toys? 90-24(20); 50-24(20)		TA1

OUTDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
General Outdoor Environment		NC Level
B1. (Observe.) If there are children on the playground, are they being actively supervised to minimize the risk of injury to children? 90-11(2); 50-11(2) (N/A if there are no children outdoors.)		C
B2. (Observe.) Is the outdoor play area safely accessible to children? 90-6(1); 50-6(1)		TA1, TA2
B3. (Observe.) If required by rule, is there a 4' fence or wall, or a solid natural barrier at least 4' high? 90-6(3)-(4); 50-6(3)-(4) (Existing Licensees/Certificate holders as of 1 September 2008 have until 1 September 2011 to meet this requirement, if they do not already have a fence.)		C, TA2
B4. (Observe.) Is the outdoor play area free of dangerous insects (for example: beehives, wasps, yellow jacket or hornet nests, and red ant hills), rodents, and other vermin? 90-5(2); 50-5(2)		TA1, TA2
B5. (Ask if not observed.) Do children playing outside have drinking water outside whenever the outside temperature is 75 degrees or higher? 90-6(13); 50-6(13)		C, TA2
B6. (Observe.) Does anyone smoke on the premises or in vehicles used to transport children when children in care are present? 90-14(2); 50-14(2)		C, TA2
Outdoor Safety Hazards		NC Level
B7. (Observe, and ask about what happens in bad weather.) Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards? 90-5(4); 50-5(4)		TA1, TA2
B8. (Observe.) Is the outdoor play area free of harmful plants, objects, or substances, and standing water (including garage shelves or cupboards w/out safety devices 36" high or lower, if the garage is accessible to children)? 90-6(5); 50-6(5) <u>Harmful objects include:</u> <ul style="list-style-type: none"> Raised decks or balconies 5' or higher, or open basement stairwells, without a protective barrier that has no gaps > 5 inches. (R430-50/90-6(4)(d), R435-50/90-6(10)) Window wells more than 24 inches deep without a cover. Unstable unanchored heavy equipment a child could climb on and/or pull down on themselves Rotting garbage not in a container with a lid. Asbestos or exposed fiberglass insulation. Refrigerators or freezers a child could accidentally get shut inside of. Welding torches. Motor vehicles up on blocks. Exposed live electrical wire. Dead animals. Filled milk or slop buckets. Unattended running vehicles or farm equipment. Standing ladders. Unstably stacked wood piles or bales of hay or straw. <u>Harmful plants include:</u> <ul style="list-style-type: none"> Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools. <u>Standing water</u> does not include temporary puddles due to rainfall or sprinklers.		C, TA1
(Observe.) Are the following items inaccessible to children when outdoors (including on garage shelves 36" high or lower, if the garage is accessible to children)?		C, TA2
B9. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material? 90-12(4)(b); 50-12(4)(b)		
B10. Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid containing antifreeze; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, and rubbing alcohol.) 90-12(4)(d); 50-12(4)(d) These must each be stored in a container labeled with the contents. 90-12(5); 50-12(5)		TA1
B11. Matches or cigarette lighters? 90-12(4)(f); 50-12(4)(f)		TA1
B12. Open flames? 90-12(4)(g); 50-12(4)(g)		C
B13. Sharp objects, which could cut or puncture skin? (Sharp knives; sharp tools, both motorized and hand tools; machines or farm equipment that has an exposed sharp edge, blade, or a point that could puncture skin when the equipment is not in use; boards with exposed nail or screw ends sticking out; broken glass; and broken toys that have sharp or pointed edges.) 90-12(4)(h); 50-12(4)(h)		TA1

OUTDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
B14. Ropes, cords, and wires long enough to encircle a child's neck (not including jump ropes or ropes attached to swings). This includes hanging ropes or chains not attached to a swing. 90-12(4)(i); 50-12(4)(i)		TA1
B15. For age 4 and under, loose plastic bags large enough for a child's head to fit inside (including empty garden, lawn, and leaf bags), latex gloves, and balloons? 90-12(4)(j); 50-12(4)(j)		TA1
B16. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4") visible on the ground, or anywhere within 36" up from the ground, if there are children under age 3 in care? 90-12(4)(k); 50-12(4)(k)? 90-12(4)(k); 50-12(4)(k)		TA1
B17. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors outdoors and in the garage covered? 90-12(6); 50-12(6)		TA1
B18. (Observe.) When in use by children, is the outdoor play area free of trash and animal excrement (except isolated bird droppings)? 90-6(6); 50-6(6)		TA2
Wading & Swimming Pools – N/A if there are no wading or swimming pools at the home.		NC Level
B19. (Observe and ask.) Is there always a caregiver at the pool supervising children whenever there is water in the pool (for wading pools), or whenever any child in care has access to the pool (for swimming pools)? 90-6(7)(a), (8)(a); 50-6(7)(a), (8)(a)		C, TA1
B20. (Observe and ask.) Do diapered children always wear swim diapers and rubber pants while in the pool? 90-6(7)(b), (8)(a); 50-6(7)(b), (8)(b)		TA1
B21. (Observe and ask.) Are wading pools emptied and sanitized after each use by a separate group of children? 90-6(7)(c); 50-6(7)(c)		TA2
Is there a swimming pool on the premises that is not emptied after each use? If yes: B22. (Observe and ask.) Is the pool enclosed in a fence or other solid barrier at least 4' high, kept locked whenever pool is not in use, or else covered by a properly working ASTM approved power safety cover? 90-6(8)(c); 50-6(8)(c)		C
B23. (Observe.) Does the pool appear to be maintained in a safe manner? 90-6(8)(d); 50-6(8)(d)		C, TA1, TA2
B24. (Observe and ask.) If the pool is over 6 feet deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty? 90-6(8)(f); 50-6(8)(f)		TA1
Hot Tubs		NC Level
B25. (Observe and ask.) If there is a hot tub on the premises that is accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked? 90-6(9); 50-6(9)		C, TA1
Vehicles Used to Transport Children – N/A if children are not transported.		NC Level
If the provider transports children, does every vehicle used for transporting children meet the following:		TA1
B26. (Observe.) Is the vehicle enclosed (has a roof)? 90-21(1)(a); 50-21(1)(a)		TA1
B27. (Observe and ask.) Is the vehicle equipped with individual, size appropriate seat belts or car seats, properly installed and in working order, for each child who is transported? 90-21(1)(b); 50-21(1)(b)		TA1
B28. (Observe.) Does the vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate.) Is the vehicle maintained in a safe condition (No broken windows, no sharp edges or points where children sit.)? 90-21(1)(c); 50-21(1)(c)		C, TA2

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS		✓ = Compliance O = Noncompliance N/A = Not Applicable
Personnel & Administration		NC Level
C1. Are you and all substitutes and caregivers at least 18 years of age? 90-7(1); 50-7(1)		C, TA1
C2. LICENSED ONLY. Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years old? 90-7(2)		TA1
C3. LICENSED ONLY. Are assistant caregivers ever left at the home alone with the children? 90-7(3)		TA1
C4. How do you ensure that children are supervised when they are indoors? 90-11(1)(a); 50-11(1)(a)		C
C5. How do you ensure that children are supervised when they are outside? 90-11(2); 50-11(2)		C
C6. How many hours each week is child care provided in your home? How many of those hours are you present in the home? 90-8(6); 50-8(6)		TA2
C7. During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days? 90-8(8); 50-8(8)		TA2
C8. Are you aware of any providers or anyone age 12 or older living in the home having been arrested, charged, or convicted of a felony or misdemeanor, or having been investigated with a supported finding of abuse or neglect by the Department of Human Services? 6-4(9):09; 6-6(4):09		C
C9. Do parents have access to those areas of the home and outdoor play area that are used for child care any time that their child is in care? 90-13(2); 50-13(2)		TA2
C10. LICENSED. What are your sign-in and sign-out procedures? Is each child signed in and out by either the parent or provider, including date, time, and signature or initials? 90-13(3) RESIDENTIAL CERTIFICATE. Is a daily attendance record maintained? 50-13(3)		TA2
C11. What identification is required if an unknown person picks a child up? 90-13(4); 50-13(4)		C, TA2
C12. How do you ensure that tobacco, alcohol, illegal substances, and sexually explicit materials are not used on the premises or in vehicles used to transport children, while children are in care? 90-14(3); 50-14(3)		C, TA1, TA2
C13. What do you do, and train staff to do, if you suspect a child has been abused or neglected? 90-8(11)(a), 90-14(2); 50-8(9)(a), 50-14(2)		C, TA2
C14. How do you discipline children who misbehave? 90-8(11)(a); 90-19(4)(a)-(f); 50-8(9)(a); 50-19(4)(a)-(f)		TA1, TA2
C15. If there is a wading or swimming pool on the premises that is used by any child in care, do you get parental permission before allowing the children to use the pool? 90-6(7)(d), 90-6(8)(g); 50-6(7)(d), 50-6(8)(g)		
C16. Does anyone smoke on the premises or in vehicles used to transport children when children in care are present? 90-14(2); 50-14(2)		C, TA 2
Emergency & Disaster Plan		NC Level
RESIDENTIAL CERTIFICATE ONLY. (A written Emergency & Disaster Plan is required for Licensed Family providers.) Please explain your emergency plan for the following:		C, TA1, TA2
C17. Procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider. 50-10(4)(a)		
C18. Procedures for responding to fire, earthquake, flood, power failure, and water failure. 50-10(4)(b)		C, TA1, TA2
C19. The location of and procedure for emergency shut off of gas, electricity, and water. 50-10(4)(c)		C, TA1, TA2
C20. Procedures to be followed if a child is missing. 50-10(4)(d)		C, TA1, TA2
C21. The name and phone number of a substitute to be called in the event you must leave the home for any reason. 50-10(4)(e)		C, TA1, TA2
C22. An emergency relocation site where children will be housed if your home is uninhabitable 50-10(4)(f)		C, TA1, TA2

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS		✓ = Compliance O = Noncompliance N/A = Not Applicable
Meals & Snacks		NC Level
C23. Are children offered a meal or snack at least once every three hours? 90-15(2); 50-15(2)		TA2
Infection Control		NC Level
C24. Are personal hygiene items such as toothbrushes and/or hair accessories that are not sanitized between each use shared by children or used by providers on more than one child? Are these items stored so they do not touch each other? 90-16(7); 50-16(6)		TA2
C25. If water play tables or tubs are used, is the tub or table washed and sanitized daily, and does each child wash his or her hands before using it? 90-16(10); 50-16(9)		TA2
C26. What do you do when children's clothing becomes wet or soiled with body fluids? 90-16(16)(a)-(b); 50-16(15)(a)-(b)		TA2
C27. If potty chairs are used, are they cleaned and sanitized after each use? 90-16(17); 50-16(16)		TA1, TA2
C28. What do you do if a child becomes ill after arriving for care? (Sick children must separated from the other children in a safe, supervised location.) If you accept sick children for care, or if your own child becomes sick, what do you do? 90-16(19); 50-16(18)		TA1
Napping		NC Level
C29. Do children have a daily opportunity for rest or sleep in a quiet area? 90-18(1); 50-18(1)		TA2
C30. How long are scheduled nap times for children? 90-18(2); 50-18(2)		TA2
Staff Supervision – N/A if the Licensee/Certificate holder does not employ additional caregivers, or substitutes who works 10 hours a week or more.		NC Level
C31. How do you train and supervise staff and/or substitutes to ensure that children are not subjected to emotional, physical, or sexual abuse while in care? 90-8(11)(c); 50-8(9)(c)		C, TA2
C32. What are staff and/or substitutes trained to do when children misbehave? 90-8(11)(a); 50-8(9)(a)		C, TA2
C34. How do you ensure staff and/or substitutes comply with this training when children misbehave? 90-8(11)(a); 50-8(9)(a)		C, TA2
Animals – N/A if there are no animals on the property accessible to children.		NC Level
C34. Who cleans the animals and their equipment? (Children may not do this.) 90-22(4); 50-22(4)		TA2
C35. Are children ever allowed to handle reptiles or amphibians? 90-22(6); 50-22(6)		C
Off-Site Activities – N/A if the Licensee or Certificate Holder does not take children on off-site activities.		NC Level
C36. Do you always accompany children on off-site activities? 90-20(3)(b); 50-20(3)(b)		TA2
C37. Do you get parental permission before taking children on off-site activities? 90-20(3)(a); 50-20(3)(a)		TA2
C38. Do you take children's admission forms (or a copy) containing emergency contact information with you during off-site activities? 90-20(3)(b); 50-20(3)(b)		TA2
C39. If you offer swimming activities, do you remain at the pool with the children during the activity? 90-20(4); 50-20(4)		TA1
Transportation – N/A if the Licensee or Certificate holder does not transport children.		NC Level
C40. How do you ensure the temperature in vehicles is between 60-90 degrees when children are being transported? 90-21(1)(e); 50-21(1)(e)		C, TA1, TA2
C41. LICENSED ONLY. Does at least one adult in each vehicle transporting children have current first aid and CPR certification? 90-21(2)		TA1, TA2
Does each person who transports children:		TA2
C42. Have and carry with them a current valid Utah driver's license? 90-21(3)(a); 50-21(2)(a)		
C43. Take with them the admission forms (or a copy) for each child they are transporting? 90-21(3)(b); 50-21(2)(b)		TA2
C44. Ensure that children are always restrained with seat belts or in car seats when being transported? 90-21(3)(c); 50-21(2)(c)		TA1
C45. Ensure that children are never left unattended in the vehicle? 90-21(3)(d); 50-21(2)(d)		TA1

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS		✓ = Compliance O = Noncompliance N/A = Not Applicable
C46. Ensure that children always remain seated while the vehicle is in motion? 90-21(3)(e); 50-21(2)(e)		TA1
C47. Ensure that the keys are never left in the ignition when the driver is not in the driver's seat? 90-21(3)(f); 50-21(2)(f)		TA1
C48. Does each person who transports children ensure that the vehicle is always locked during transport? 90-21(3)(g); 50-21(2)(g)		TA2
Diapering – N/A if the Licensee or Certificate holder does not accept diapered children.		NC Level
C49. If you place wet and soiled diapers into an indoor diaper container, how often is the container cleaned and sanitized? (Must be daily.) 90-23(7); 50-23(7)		TA1
C50. Are children's diapers changed promptly whenever wet or soiled, and checked at least once every two hours? 90-23(9); 50-23(9)		TA2
Infant and Toddler Care – N/A if the Licensee or Certificate holder does not accept infants or toddlers.		NC Level
C51. Is each infant and toddler allowed to eat and sleep on their own schedule? If there is a meal or nap schedule for infants or toddlers, what do you do if an infant or toddler is hungry or tired, and it is not a regular nap or meal time? 90-24(13); 50-24(13)		TA2
C52. If baby food, formula, or breast milk is brought from home, is it discarded within 24 hours of preparation or opening (except that powdered formula or dry foods which are opened, but are not mixed, are not considered prepared)? 90-24(5)(b); 50-24(5)(b)		TA1, TA2
C53. How often are all toys used by infants and toddlers cleaned and sanitized? (Must be at least weekly, in addition to after being put in a child's mouth or being contaminated by body fluids.) 90-24(21)(a)-(c); 50-24(21)(a)-(c)		TA2

RECORDS INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
General Records		NC Level
D1. Are all children present included on today's sign-in record (LICENSED) or the daily attendance record (RC)? 90-13(3); 50-13(3)		TA2
D2. Does the Licensee/Certificate Holder have a record of quarterly (LICENSED) or semi-annual (RC) fire evacuation drills for the past 12 months? If no, ask if the drills were held. 90-9(1)(a) and 90-10(8); 50-9(1)(a) and 50-10(6)		TA2
D3. Does the fire drill log (that has been used to document the required drills) include all of the following information for each drill: 90-10(9)(a)-(d); 50-10(7)(a)- The date and time of the drill. The total time to complete the evacuation. The number of children participating. Any problems encountered.		TA2
D4. Does the Licensee/Certificate Holder have a record of an annual drill for disasters during past 12 months? If no, ask if the drill was held. 90-9(1)(a) and 90-10(10); 50-9(1)(a) and 50-10(8)		TA2
D5. Does the disaster drill log (that has been used to document the required drill) include all of the following information for each drill: 90-10(11)(a)-(e); 50- The type of disaster. Number of children participating. Date and time of the drill. Any problems encountered.		TA2
D6. Do fire and disaster drill logs vary the days and times on which drills are held? 90-10(12); 50-10(10)		TA2
D7. If there are animals on the premises accessible to children, does the Licensee/Certificate Holder have current animal vaccination records? 90-9(1)(b) and 90-22(2)(b); 50-9(1)(b) and 50-22(2)(b)		TA1, TA2
D8. Does Licensee/Certificate Holder have copies of all current variances granted by the Department? 90-9(1)(d); 50-9(1)(d)		TA2

RECORDS INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<p>D9. Does the Licensee/Certificate Holder have approved initial "CBS/MIS Consent and Release of Liability for Child Care" forms for all providers, volunteers, and each person age 12 and older who resides in the Licensee/Certificate Holder's home (for new individuals since the last Announced Annual Inspection only), and was it received within 5 working days of the individual moving into the home, turning 12, or beginning to work or volunteer for the provider? 90-9(1)(g); 50-9(1)(g); 6-3(3):09</p> <p>List the names of any new providers, volunteers, or persons age 12 and older who reside in the Licensee/Certificate Holder's home.</p>		C, TA1, TA2
<p>D10. List the names of all providers, volunteers, and each person 12 and older who resides in the licensee/certificate holder's home. (This list will be used to ensure complete background screening forms have been submitted for all required individuals before the license or certificate is renewed.) If new individuals have moved into the home or begun working for the provider in the last year, list the date the individual moved in or began work.</p>	N/A	N/A
Written Policies / Emergency & Disaster Plan		NC Level
<p>D11. LICENSED ONLY. Has a copy of the Licensee's written policies and their emergency and disaster plan been submitted to the Bureau for review? 90-8(9), 90-10(4) (The Licensors will take the copies back to the office for review, rather than reviewing them during the inspection.)</p>		TA1, TA2
<p>D12. LICENSED ONLY. Is emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan? 90-10(6)</p>		TA2
Medication Permission / Administration Form – NA if the Licensee or Certificate holder does not administer medications.		NC Level
<p>D13. Does the Licensee/Certificate holder's medication permission form (that has been used to document medication permission) contain at least the following instructions to be completed by the parent: the name of the medication; written instructions for administration including the dosage, method of administration, times and dates to be administered, and the disease or condition being treated; and the parent's signature and the date signed. 90-17(4)(a)-(c); 50-17(4)(a)-(c)</p>		TA1
<p>D14. Does the Licensee/Certificate holder's medication administration form (that has been used when medication was administered) contain at least the following information to be completed by the person administering the medication: the date, time, and dosage of the medication given; the signature or initials of person who administered the medication; and any errors in administration or adverse reactions. 90-17(6)(f); 50-17(6)(f)</p>		TA2

RECORDS INSPECTION ITEMS												
Child Records	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	✓ = Compliance O = Noncompliance N/A = Not Applicable	
Name												
DOB												NC Level
D15. Completed admission form(s) that includes at least the following information: child's name; child's date of birth; parent's name, address, and phone number; names of people authorized to pick up the child; name, address and phone number of emergency contact person; child health information (including: allergies; food sensitivities; acute and chronic medical conditions; instructions for special or non-routine daily health care; current medications; and any other special health instructions for the licensee) updated annually; current signed emergency medical treatment and transportation releases. 90-9(2)(a), 90-14(6)(a)-(f), 90-14(7); 50-9(2)(a), 50-14(6)(a)-(f), 50-14(7)												TA1, TA2
D16. Immunization record or legally valid exemption for all children age 2 months and older. 90-14(4)-(5); 50-14(4)-(5)												TA2
D17. Completed transportation permission form, if the Licensee/Certificate holder provides transportation services. 90-9(2)(c); 50-9(2)(c)												TA2
D18. LICENSED ONLY. Six weeks of incident, accident, and injury records. 90-9(2)(e)												TA2
D19. Department approved trampoline permission form, signed by the parent, if children are allowed to use a trampoline while in care. 90-6(14)(h); 50-6(14)(h)												TA2

RECORDS INSPECTION ITEMS

Personnel Records	P-	P-	P-	P-	P-	P-	✓ = Compliance O = Noncompliance	
Name								
Position								
DOB								NC Level
D20. Does Licensee/Certificate Holder have documentation of first aid certification for himself/herself, and all substitutes who work an average of 10 hours a week or more? 90-9(3)(d) and 90-10(2); 50-9(3)(d) and 50-10(2)								TA2
D21. Does Licensee/Certificate Holder have documentation of infant/child CPR certification for himself/herself, and all substitutes who work an average of 10 hours a week or more? 90-9(3)(d) and 90-10(2); 50-9(3)(d) and 50-10(2) LICENSED ONLY. For one adult in each vehicle when children are being transported? 90-21(2)								TA1
D22. Does Licensee/Certificate Holder have documentation of the results of initial TB screening and any accompanying required documentation for the Licensee/Certificate holder, all caregivers, and substitutes who work an average of 10 hours per week or more? 90-9(3)(a), 90-16(11)-(12), (14); 50-9(3)(a) and 50-16(10-11), (13)								TA1, TA2
D23. Does Licensee/Certificate Holder have documentation of orientation training for all new staff (caregivers, non-emergency substitutes, and volunteers) who started after the last annual inspection? If new staff started after 1 September 2008, does orientation training include all of the required topics below? 90-9(3)(b) and 90-7(8); 50-9(3)(b) and 50-7(5) <ul style="list-style-type: none"> Specific job responsibilities LICENSED ONLY. Written policies and procedures Emergency and disaster plan Current licensing/RC rules found in Sections 11 through 24 Introduction and orientation to children in care Review of information in the health assessment for each child in care Procedure for releasing children to authorized individuals only Proper clean up of body fluids Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation Obtaining assistance in emergencies If there will be infants or toddlers in care: <ul style="list-style-type: none"> Preventing shaken baby syndrome and coping with crying babies Preventing sudden infant death syndrome 								TA1, TA2

RECORDS INSPECTION ITEMS

Personnel Records	P-	P-	P-	P-	P-	P-	✓ = Compliance O = Noncompliance	
D24. Does Licensee/Certificate Holder have documentation of 20 / 10 hours annual training (name of training organization, date, training topic, the total hours or minutes of training). 90-9(3)(c) and 90-7(9)(a)-(b); 50-9(3)(c) and 50-7(6)(a)-(b) (See Training Feedback Form.)								TA2
D25. LICENSED. Does annual training documentation show at least 10 hours of face-to-face instruction? 90-9(3)(c) and 90-7(9) RESIDENTIAL CERTIFICATE. Does annual training documentation show least 5 hours of face-to-face instruction? 50-9(3)(c) and 50-7(6)								TA2
D26. Does the Licensee/Certificate Holder have documentation of Red Cross lifeguard certification if the Licensee/Certificate Holder has a pool over 6' deep used by children in care. 90-6(8)(f); 50-6(8)(f)								TA1